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From: Khan, Annie (DPH)
Sent: Monday, August 20, 2007 7:40 AM
To: George, Harvey (DPH); DiNatale, Margaret (DPH); Salemi, Charles (DPH); Piro, Peter (DPH); Khan, Annie (DPH)
Cc: Stevenson, Allan (DPH); Caloggero, Dina (DPH); Nassif, Julianne (DPH)
Subject: August 2007 QC Meeting

August 2007 QC Meeting

Present: Dr. George, Peggy DiNatale and Annie (Khan)Dookhan

Minutes: Prepared by Annie (Khan)Dookhan

1. Review of June and July 2007 QC

- A) The Balance QC was reviewed and signed off by Peggy DiNatale.
- B) The UV/VIS Spectrophotometer QC was reviewed and signed off by Dr. George.
- C) The IR Spectrophotometer QC was reviewed and signed off by Dr. George.
- D) The GC/MS Daily QC Checklist was reviewed and signed off by Peggy DiNatale. QA stated that it was okay to change the Relative Retention Time difference from < 10% to < 5%.
- E) The Reagent Preparation Book was reviewed and signed off by Peggy DiNatale.
- F) The Monthly GC/MS Standard QC log was reviewed and signed off by Dr. George.
- G) The Marijuana Negative Control Test (June through July) was reviewed and signed off by Peggy DiNatale.
- H) The Temperature Log for June was reviewed and signed off by Dr. George.
- I) The GC/MS Maintenance Books, which are reviewed bi-annually, were reviewed and signed off by Dr. George.
- J) The GC Maintenance Books, which are reviewed bi-annually, were reviewed and signed off by Peggy DiNatale.

2. Amherst Lab's QC records for June and July were reviewed and signed off by Dr. George.

Pending: QA/QC Project 2007